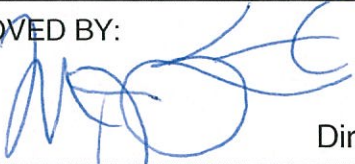




**LAC  
DMH**  
LOS ANGELES COUNTY  
DEPARTMENT OF  
MENTAL HEALTH

## DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT <b>VOLUNTARY DEMOTIONS</b>	POLICY NO. <b>601.01</b>	EFFECTIVE DATE <b>10/20/2014</b>	PAGE <b>1 of 2</b>
APPROVED BY:  Director	SUPERSEDES <b>601.1</b> <b>10/01/1989</b>	ORIGINAL ISSUE DATE <b>04/02/1979</b>	DISTRIBUTION LEVEL(S) <b>1</b>

### PURPOSE

- 1.1 To govern and define guidelines for the Los Angeles County-Department of Mental Health (LAC-DMH) employees requesting voluntary demotions.

### DEFINITIONS

- 2.1 **Voluntary Demotion:** An administrative procedure that permits an employee to move from a higher to a lower level position without taking an examination and without being appointed from a Certification List.

### POLICY

- 3.1 A voluntary demotion may be made only if a vacancy exists in an appropriate lower-level position, a position for which the employee meets the minimum requirements or has demonstrated he/she possesses the required skills and aptitudes. The higher- and lower-level positions must have the same status, i.e., permanent or temporary. A brief explanation as to the reason for requesting a voluntary demotion must be included in the request. The request must also include the classification title, item number, and salary schedule of both positions.

### PROCEDURE

- 4.1 An employee's request for a voluntary demotion shall be in writing and addressed to the LAC-DMH Departmental Human Resources Manager. The request must be noted by the employee's supervisor and approved by the Deputy Director before forwarding to the Departmental Human Resources Manager.
- 4.2 A voluntary demotion may not be effective, nor may an employee requesting voluntary demotion be changed to the lower level assignment, before the date of the Personnel Officer's approval.



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SUBJECT	POLICY NO.	EFFECTIVE DATE	PAGE
<b>VOLUNTARY DEMOTIONS</b>	<b>601.01</b>	<b>10/20/2014</b>	<b>2 of 2</b>

### **AUTHORITY**

1. Los Angeles County Code, Code of Ordinances, Title 5, PERSONNEL, Appendix 1 – Civil Service Rules, Rule 1 DEFINITIONS, Rule 2.17

### **RESPONSIBLE PARTY**

LAC-DMH Human Resources Bureau